

AFNS YEAR END - NEW YEAR INSTRUCTIONS

The procedures and deadlines included have been established for closing the fiscal year ending **September 30, 2006** and opening the new fiscal year beginning **October 1, 2006**. By now you should have received the End of Year memorandum from the Finance Department dated **June 6, 2006**. Your agency should set AFNS deadlines to ensure that all electronic files are passed to CAS by the required dates and CAS deadlines are met. Please allow ample time for correcting errors. Attached you will find items to be considered which will assist you in meeting the required deadlines. These procedures do not include every CAS deadline, only the ones where transactions have to pass through integration and deadlines specific for AFNS.

Due to our limited technical staff we have established the schedule in this instruction pamphlet. This schedule will assist agencies in ending this fiscal year and beginning the new fiscal year. The jobs listed will be run for your department upon request, but you must request the job before the scheduled dates. For example, if a job is scheduled to run **August 1** - **August 8**, you must request that job before **August 8**. Attached is an "AFNS NEW YEAR INITIALIZATION" form to complete and return to:

Regular mail:

Beverly Pugh

Comptroller's Office

AFNS Agency Assistance

100 North Union, Suite 298

Montgomery, AL 36130-2602

Hand-Mail:

Beverly Pugh

AFNS Agency Assistance

Suite 298

Montgomery AL 36130-2602

If you have any questions, please call the AFNS Hotline (242-2686) or email at Hotline.AFNS@Comptroller.alabama.gov. Look for AFNS Instructions and other detailed information online at www.comptroller.state.al.us.

NOTICE: Plans are to bring the AFNS system down at 1:00 pm September **29, 2006**. The System will be back up for processing October **2, 2006** at 7:00 a.m. **It is essential that no ROSCOE programs or monthly reports are run against AFNS on September 29, 2006.** The Comptroller's Office will bring down CAS at 5:00 p.m. on September **27, 2006**. CAS will not be available until 7:00 a.m. on October **2, 2006**. This helps our staff avoid late hours associated with year-end.

June 1 - 23

NEW YEAR TABLE INITIALIZATION (NYTI)

The NYTI program creates the crosswalk and master tables for the new fiscal year based on current fiscal year.

CAS: REVIEW CROSSWALK TABLES (XWLK, OWLK & BRWK)

Review the FY 06 crosswalk tables for your agency. Any additions or changes must be completed in CAS (FXTC). The XGFS table may be used as a convenient reference for the XWLK table.

The following tables must be used for your additions or changes in CAS (FXTC), and the status code must be changed to '9' on all records that are no longer valid and new records added must have status of '1':

XWLK - fund/agency/orgn/appr/actv
OWLK - object/sub-object
BRWK - revenue source/balance sheet

Additional detailed crosswalk instructions can be located on the Comptroller's webpage under AFNS Instructions, Integration, and Crosswalk Instructions.

NOTE: Any new records added to the crosswalk tables for FY 06 after the new year initialization program has been run for CAS will also have to be added for FY 07. FY 07 crosswalk records will be available on June 26th.

AFNS: REVIEW AFNS MASTER TABLES

Review the FY 06 AFNS master tables (chart of accounts, grant tables, etc.) for your agency. The AFNS table listing is on the Comptroller's webpage under AFNS Instructions - AFNS tables.

NOTE: On July 1st, the new FY 07 AFNS master tables will be available. Any new records added to the AFNS master tables for FY 06 after the new year initialization program has been run for AFNS, will also have to be added for FY 07. Changes, additions and deletions made by the agency can be made to the fiscal year (FY) 07 records beginning on July 1st.

June 26th

PURCHASE ORDERS

The Purchasing Division begins processing the next fiscal year's Requisitions and Purchase Orders at the end of June before the end of the current fiscal year (**06**). These transactions are updated in SNAP but are not sent through integration to AFNS until the first working day in October. The transactions will appear on the A601 error report with the next fiscal year (**07**) in the "FY" column. Due to the volume of requisitions and purchase orders processed, it will take about two weeks for all of them to flow through integration. Monitor these reports with that in mind.

In accordance with accounting regulations, new prior year purchase orders will not be allowed after the fiscal year is closed in **September**. Purchase orders for prior year Capital Outlay will be accepted. Prior year Purchase Orders can be increased until the end of the 13th accounting period (**last working day in November**).

AUGUST 1 - 8

BUDGET PERCENT TABLE (BPCT)

The Budget Percent Table must be set up with the correct data before the BPEX process is run (see page 3). The purpose of updating this table is to load the Budget Report Table (BRPT) with zero dollar amounts. **The NYTI program creates the master tables (including BPCT) for the new fiscal year.** The agency is responsible for updating this table only if any new objects or revenue source codes are required. The following is the process used to update the BPCT table:

ACTION: A SCREEN: **BPCT** USERID:

B U D G E T P E R C E N T

BUDGET	EXP/REV	-- OBJ/REV --	PERCENT	
FY	IND	CLASS	SOURCE	ADJUSTMENT I/D
=====	=====	=====	=====	-----
01-				
03-				
04-				
05-				

- 1) "BUDGET FY" field. Enter 07.
- 2) "EXP/REV IND" field.
To build "AA" and "EB" transactions enter an "E". To build "RB" transactions enter a "R".
- 3) "OBJ/REV SOURCE" field.
Enter a record for each major object and/or revenue source code that will have a budget.
- 4) "PERCENT ADJUSTMENT" field.
Enter 100.00 for 100%.
- 5) "I/D" (increase/decrease) field.
Enter a "D".

If you are interested in using the revenue budget option, check the yes column for BPRV on the "AFNS New Year Initialization" form. If it is not included, add BPRV to the New Year Initialization form.

Starting August 18 (Comptroller's Deadline - August 21)

PAYMENT VOUCHERS REFERENCING 05 PURCHASE ORDERS/CONTRACTS

All payment vouchers referencing FY **05** purchase orders/contracts must be placed in separate batches from all other payment vouchers. The batch must be clearly labeled "**05**" in red letters. To ensure that these vouchers are in separate batches, use the appropriate check category code.

August 31 (Comptroller's Deadline - September 1)

PAYMENT VOUCHERS (REFERENCING 05 PURCHASE ORDERS AND PROFESSIONAL SERVICES CONTRACTS)

All payment vouchers referencing 05 purchase orders/contracts (complete with supporting documentation) must be received by the Comptroller's Office by **3:30 p.m. September 1st**.

To meet the Comptroller's deadlines for vouchers consider the following: (1) crosswalk errors, (2) the time it takes to assemble vouchers, (3) the time it takes to deliver vouchers to the Comptroller's Office, and (4) **August 31st** nightly cycle will move the electronic file to CAS to meet the **September 1st** deadline.

August 31

05 PURCHASE ORDER MODS

August 31st is the last day to process any FY **06** purchase order modifications in this fiscal year. Remember, State Purchasing will not process any FY **06** purchase order changes from September 1 - September 30, **2006**. However, beginning October 1st through November **30th** (13th accounting period) agencies can enter purchase order changes for FY **06**.

BUDGET REPORT TABLE INITIALIZATION (BPEX)

This process reads the Expense Budget Table (EXP2) for the current budget fiscal year (BFY) and then creates the Budget Report Table (BRPT) so that you may key in your next year's budget amounts without reentering the account coding structure. Account coding that is valid for BFY **06**, but will not be used in BFY **07** accounting structure, must have a FY **07** record. This will allow the warrants to process without human intervention when a prior year voucher is warranted.

September 1 - 12 agencies can enter their Operation Plan into the **BRPT table**. Coding instructions for the BRPT table and the resulting AA and EB transactions are located in the DETAILED INSTRUCTIONS FOR THE NEW FISCAL YEAR packet on **pages 9-11**. Fund records with "Expense Budget Control" set to "N" will not create BRPT records.

Agencies that need "AAs" and "EBs" must change the controls to "P" on the FUN2 table for the night that BPEX is run. Then change the controls back to "N" the next morning before any data is entered into AFNS.

Review the data which was entered on BRPT by inquiring on the Budget Report Summary Table (BRSM). To display totals enter an "S" in the Action field and a "Y" in the Total Indicator field. This table allows you to view and check the data that was entered on BRPT.

After all budget information is entered and checked on BRSM, AA and EB transactions will be created (see September 1 - 12).

NOTE: The agency must call the AFNS Hotline when the BRPT table has been loaded. Multi-year organizations cannot use the BRPT table. Agencies are responsible for entering AA and EB transactions for any new multi-year organizations.

September 1 - 12

CREATE EB, AA AND RB TRANSACTIONS - PROGRAM (BPTR)

This process creates "AA", "EB" and "RB" transactions from the information you entered on the BRPT table and the RRPT table. Instructions on how to process the AAs and EBs are in the DETAILED INSTRUCTIONS FOR THE NEW FISCAL YEAR packet on **pages 14-19 (AA), 20-23 (EB) and 24-27 (RB)**.

Fund records with Expense Budget Control (EXP BUD) Option of "N" or fund records with Revenue Budget Control (REV BUD) set to "N" will not create "EB", "AA", or "RB" transactions. If the agency needs these transactions they must change the controls to "P" for the night that BPTR is run. Then change the controls back to "N" the next morning before any data is entered into AFNS.

Remember to contact the AFNS Hotline when all the BFY **07** AA, EB, and RB transactions are accepted. **October 2nd** the AFNS staff will change the control so the system will keep the approved budget amount and update any changes to the current modified budget amount.

September 5 (Comptroller's Deadline - September 6)

06 REQUISITIONS MUST BE CONVERTED TO A PURCHASE ORDER (EXCEPT CAPITOL OUTLAY)

All 06 requisitions and purchase orders must have updated AFNS, CAS and sent flag back to SNAP by **September 6th**. On **September 5th**, check the AFNS and CAS suspense file (SUSF) for any rejected purchase orders and requisitions that need to be fixed. Remember to also check your integration reports.

Starting September 8

PURCHASE ORDER ROLLOVER (NYPO)

This process will select only BFY 05 open purchase orders and create purchase order transactions to modify the outstanding balances to zero (including capital outlay purchase orders). Since capital outlay purchase orders need to be open for the new fiscal year, agencies with capital outlay have **two options**:

Option 1:

Agencies can let capital outlay purchase orders be modified to zero. Then the agency **must** copy the decreasing purchase order transaction on the suspense file and reverse the entries to reinstate the purchase order.

Option 2:

Agencies that do NOT want capital outlay purchase orders modified to zero should put approvals on PO transactions before the NYPO process is run. The following working day the agency should remove the approval flag, delete the capital outlay transactions and perform an edit (ED) on all other PO transactions.

To determine which purchase orders were cleared look at the FRMSA601 report. Retain this report for your records. The AFNS staff will automatically delete these transactions from this error report.

CAS will run a similar program to clear all the BFY 05 purchase orders from CAS tables on September 8, **2006**.

NEW YEAR REQUISITION TABLE CLEARING (NYRQ)

This process will close every outstanding BFY 06 requisition by creating a decreasing RQ transaction. Any 06 requisitions that have not become purchase orders must be reentered into SNAP as BFY 07 requisitions.

Requisitions that were closed by NYRQ will be listed on the FMMSA601 report. Retain this report for your records. The AFNS staff will automatically delete these transactions from this error report.

CAS will run a similar program to clear BFY 06 requisitions from CAS tables on September 8, 2006.

September 12

BUDGET REPORT TABLE (BRPT)& REVENUE BUDGET REPORT (RRPT)

September 12 at 5:00 pm is the deadline for entering the Operation Plan into the BRPT table and the Revenue Budget in the RRPT table (see pages 5 and 6 for further information).

September 14 (Comptroller's Deadline - September 15)

PAYMENT VOUCHERS (OTHER THAN VOUCHERS REFERENCING BFY 05 PO/CONTRACTS)

Payment vouchers (complete with supporting documentation) must be received by the Comptroller's Office by 3:30 pm September 15. Note that September 14th's Nightly Cycle will produce the hard copy of the voucher. Remember to allow ample time for crosswalk errors, the time it takes to assemble vouchers, and the time it takes to deliver vouchers to the Comptroller's Office.

September 19 (Comptroller's Deadline - September 20)

JOURNAL VOUCHERS (OTHER THAN ACCOUNTS PAYABLE JOURNAL VOUCHERS)

All journal vouchers (other than the year-end accounts payable journal vouchers) must be entered into AFNS by 5:00 p.m. on September 19, to pass through integration to CAS. The hard copy of the journal voucher with the necessary backup must be at CAS by 5:00 p.m. on September 20. Remember to allow ample time for crosswalk errors.

September 20 (Comptroller's Deadline - September 21)

YEAR-END ACCOUNTS PAYABLE JOURNAL VOUCHERS

Each accounts payable journal voucher must be:

- 1) Entered and accepted no later than **September 20** in AFNS. JVs require one nightly cycle to integrate data to CAS. Every journal voucher must follow the numbering scheme outlined in the procedures memo from the Finance Department, dated **June 6, 2006** on page **8**. Since an "E" must be in the last position of the document identification number, automatic numbering **cannot** be used for these transactions.

In order for these journal vouchers to be reversed, code "**09 29 06**" in the reversal date field. If **09 29 06** is not keyed in the reversal date field, the agency will be required to manually enter the reversal journal vouchers and cause the expenditures to be overstated.

- 2) Accounts payable journal vouchers must successfully complete the integration cycle. Enter accounts payable journal vouchers in ample time to fix crosswalk errors (XWLK, OWLK and BRWK) and budget problems.
- 3) Account type 22 **cannot** be entered on the APJV with a credit amount (as if reversing the entry). CAS will not process the JV with an Account Type 22 credit entry. If the APJV was entered incorrectly and the document accepted in AFNS, an OTJV will have to be entered into AFNS to reverse the entry out of AFNS ONLY. The OTJV must have an 'E' on the end of the JV number. A new APJV will then have to be entered with the correction information.

September 20 (Comptroller's Deadline - September 21)

GREEN SLIPPED VOUCHERS

All green slipped vouchers must be returned **by 12:00 noon** on this date to insure processing in this fiscal year. Note that green slipped payment vouchers that must be reprinted must be completed in the AFNS system by September **20, 2006** in order to meet the CAS deadline.

Any payment vouchers rejected, green slipped, or otherwise not completed must be included in the year-end accounts payable journal vouchers. These payment vouchers must be modified to zero in the AFNS system.

AUTOMATIC DOCUMENT NUMBERING

Update the Automatic Numbering Table (ADNT) prior to entering any transactions. This can be updated in September after all **06** vouchers have been entered.

ENTERING NEW FISCAL YEAR PAYMENT VOUCHERS BEFORE OCTOBER 1st

After the ADNT (Automatic Document Numbering) table has been updated for **FY 07**, agencies can enter payment vouchers dated with a future process date on SUSF.

The transaction date may be left blank or **10 02 06** can be entered. Follow the instructions given in the Finance Department's letter dated **June 6, 2006** on **page 11 - 12** for the correct accounting period and BFY.

Do not perform a function of edit (ed) or run (r) on the document. Enter a 'S' in the function. No edits will be performed until the nightly cycle; however, the transaction status will show 'SCHED' (scheduled).

After all vouchers are entered for the day, the future process date must be entered in the format of YYMMDD on the SUSF table. For this scenario, vouchers should have a future process date of **061002** or greater.

Due to the volume of data being processed per night during the first week of October, we request that each agency only schedule a maximum of 350 vouchers per night.

September 29th

ACCOUNTS PAYABLE REVERSAL JOURNAL VOUCHERS (RESJ)

The accounts payable journal vouchers will be reversed to restore your spending authority for the thirteenth accounting period. The AFNS staff is responsible for running the RESJ.

Starting September 29th

CLEANING UP OUTSTANDING PV, RQ, PO, PC & PD TRANSACTIONS

AFNS staff will begin running programs to list any outstanding payment vouchers, requisitions, and purchase order transactions. This step has been implemented due to CAS maintaining the vendor file. The list(s) for your agency along with instructions on how to clean up these transactions will be forwarded to each agency.

Beginning October 2nd

It is recommended that agencies adjust their **BFY 06** allotment budget in AFNS to agree with the allotment budget in CAS. This allows budget problems, during the 13th accounting period, to be detected in AFNS instead of waiting on a green slip from CAS. Follow these steps:

Beginning the first working day of October the agency can retrieve the total allotment budget from the **EALL** table and the total appropriation budget from the **EAP2** table in CAS. Subtract the amount from the EALL table from the amount on the EAP2 table. Use this amount to reduce only the 4th quarter allotment budget in AFNS by entering an 'AA' transaction. Do NOT reduce the appropriation.

AGENCIES PAYING RISK MANAGEMENT INVOICES

When paying Risk Management invoices, remember that the account coding on the IFSH table in CAS must be checked for each invoice before paying more than one invoice on a single payment voucher. The account coding on IFSH for each invoice number must be identical before multiple invoices can be paid on one payment voucher.

Rule of Thumb: If Risk Management invoices start with AL, GL or EA, these three can be paid on a single payment voucher. However, if the Risk Management invoice begins with FB, AP, PR or EI, these will each have to be paid on a separate payment voucher.

October 2nd

CHANGING CONTROLS FOR EXPENSE BUDGET LINES

Control Options are found on the FUN2 Table.

Full Control - Full Control (C) will NOT allow you to overspend the line item budget (major object code) and requires that a record be built by an EB transaction.

Presence Control - Presence Control (P) requires that the line item record (major object code) be built by an EB transaction but allows the line item budget to overspend.

No Control - No Control (N) does NOT check the line item budget and does NOT require that a record be built by an EB transaction.

Cumulative - Cumulative (Q) is for allotments ONLY. Allows unobligated amounts from prior periods to be used in the current period.

CHANGING CONTROLS FOR 2006 (PRIOR FISCAL YEAR)

On October 2nd, CAS will change the 2006 controls to allow the agencies to overspend the major object code budgets. However, CAS will continue to have full control edits on the allotments.

CHANGING CONTROLS FOR 2007 (NEW FISCAL YEAR)

Agencies that would like to change the new fiscal year controls can do so at this time. A reason an agency would change AFNS controls would be to have AFNS controls the same as CAS controls. **If there are no changes to the control options then no action is necessary.**

November 20 (Comptroller's Deadline - November 21)

FY 06 PAYMENT VOUCHERS NOT REFERENCING PURCHASE ORDERS

All **FY 05** payment vouchers not referencing purchase orders (accounts payable) and their supporting documentation must be received by the Comptroller's Office by **3:30 p.m. on November 21st**. In order to meet the CAS deadline, these vouchers must be entered into the AFNS system by **November 20, 2006**.

AFNS NEW YEAR INITIALIZATION
2006-2007

REHABILITATION SERVICES
Application J
Agency 087

	YES	NO
BPEX		
BPTR		
NYPO		
NYRQ		
RESJ		

SYSTEM ADMINISTRATOR _____

DATE _____

PHONE _____